

NEW LEGISLATION WILL COST THE KEYSTONE ASSOCIATION MONEY!!!! BUT

YOU CAN HELP (SEE BELOW): Senate Bill 1531 requires owners in a homeowners association to receive a mailed monthly statement. The calculation, accounting, handling, printing, and postage for these monthly statements will add an extra cost. The Board of Directors has budgeted an additional \$4,980 for 2020, and that comes out of your pocket.* **YOU CAN HELP DEFRAY THESE COSTS BY SIGNING UP FOR STATEMENTS VIA EMAIL RATHER THAN USPS MAIL. STEP BY STEP INSTRUCTIONS ARE BELOW.**

HERE'S HOW TO SIGN UP FOR MONTHLY STATEMENTS VIA EMAIL:

- Enter <https://homeowners.cityproperty.com> into your browser.
- This should take you to a screen to Log In to your account with your email and password.
- Enter your email and password. (If you do not have an email and password account you can create one on this page).
- Left click LOGIN.
- A screen should show your balance.
- Look to the left side of the screen and left click "Go Paperless (Statements)."
- The next screen should display your email address, option to change password, mailing address, etc.
- Scroll down on the page until you see Statement Delivery.
- Left click on the blue box "Change Delivery Method."
- A small dialogue box should appear with a dropdown arrow that most likely reads Mail.
- Left click on the dropdown arrow and left click on Email.
- After choosing Email you will be asked which email address you want the statement sent to. Make a selection. (If you have only one email address associated with your account, a check mark may already be filled in.)
- Left click "Apply Change."

YOU'RE DONE! THANK YOU.

NOTE: IF YOU ARE SIGNED UP FOR AUTO-PAY THIS DOES NOT AUTOMATICALLY SET YOU UP FOR EMAILED MONTHLY STATEMENTS. YOU MUST FOLLOW THE INSTRUCTIONS ABOVE.

NOTE: OWNERS ARE NOT REQUIRED TO SIGN UP FOR AUTO PAY.

NOTE: OWNERS ARE NOT REQUIRED TO SIGN UP FOR EMAILED STATEMENTS.

NOTE: YEARLY COUPON BOOKS WILL NOT BE SENT IN 2020.

NOTE: JANUARY 2020 ASSESSMENT WILL BE USPS MAILED IN DECEMBER (IF YOU HAVE NOT SIGNED UP FOR STATEMENTS VIA EMAIL).

NOTE: MONTHLY ASSESSMENTS/STATEMENTS WILL BE NOW BE MAILED ONE MONTH EARLY (I.E.: FEBRUARY SENT IN JANUARY; MARCH SENT IN FEBRUARY AND SO ON)

* This legislation affects only associations that have monthly billing. Mountain Park Ranch is not affected as it bills bi-annually.

CITY PROPERTY MANAGEMENT: Keystone is professionally managed by City Property Management. Chris Teel is our property manager. Chris can be reached at 602-437-4777 x2150. Her Administrative Coordinator is Michelle Armstrong at x2125. Keystone's official website is www.keystoneowners.org